

ILLEGIB

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**FILED:**

**RETURN TO**

**RECORDS MANAGEMENT DIVISION**

**RECORDS CENTER BRANCH Statistical Report**

**Part I Record Holdings (cu. ft.)**

Reporting Period Fiscal Year  
1 - 31 Dec. 1954 To Date

A. Records Accessioned	101	2,044 ✓
B. Records Disposed of at Center	29	128 -
C. Records Holdings	8,116	
D. Distribution Material Holdings	9,035	
E. Total Holdings	17,151	

**Part II Reference Service on Records in Storage**

A. Documentary	551	3,566
B. Informational	108	454

**Part III Inter-Agency Reference Service**

A. Requests	2	12
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**Part IV Shelving Space Utilization (cu. ft.)**

A. Total Capacity	18,948
B. Utilized	17,151
C. Available	1,797

**Part V Supplemental Distribution**

**A. Items Received for Distribution**

**1. Intelligence Reports**

a. Initial Receipt	7,977	48,702
b. Returns	2,425	17,406

**2. Information Reports**

6,864	30,707
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**3. Administrative Issuances**

3,683	35,500
20,949	132,315

**TOTAL**

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### RECORDS CENTER BRANCH Statistical Report

Reporting Period	Fiscal Year
<u>1 - 31 Dec. 1951</u>	<u>To Date</u>

**B. Items Furnished**

1. Intelligence Reports	2,464	14,564
2. Information Reports	2,933	17,980
3. Admin. Issuances	1,463	12,994
	<u>6,860</u>	<u>45,538</u>
TOTAL		

**C. Reproduction Services (no. of pages)**

1. Ozalid Process	15,707	100,308
2. Photo Copy Process	964	5,391
3. Ditto Process	747	3,535
	<u>17,418</u>	<u>109,234</u>
TOTAL		

**Part VI Initial Distribution**

**A. Items Furnished**

1. Regulations	892	31,692
2. Notices	19,045	109,522
3. Other	10,776	32,577
	<u>30,713</u>	<u>173,791</u>
TOTAL		

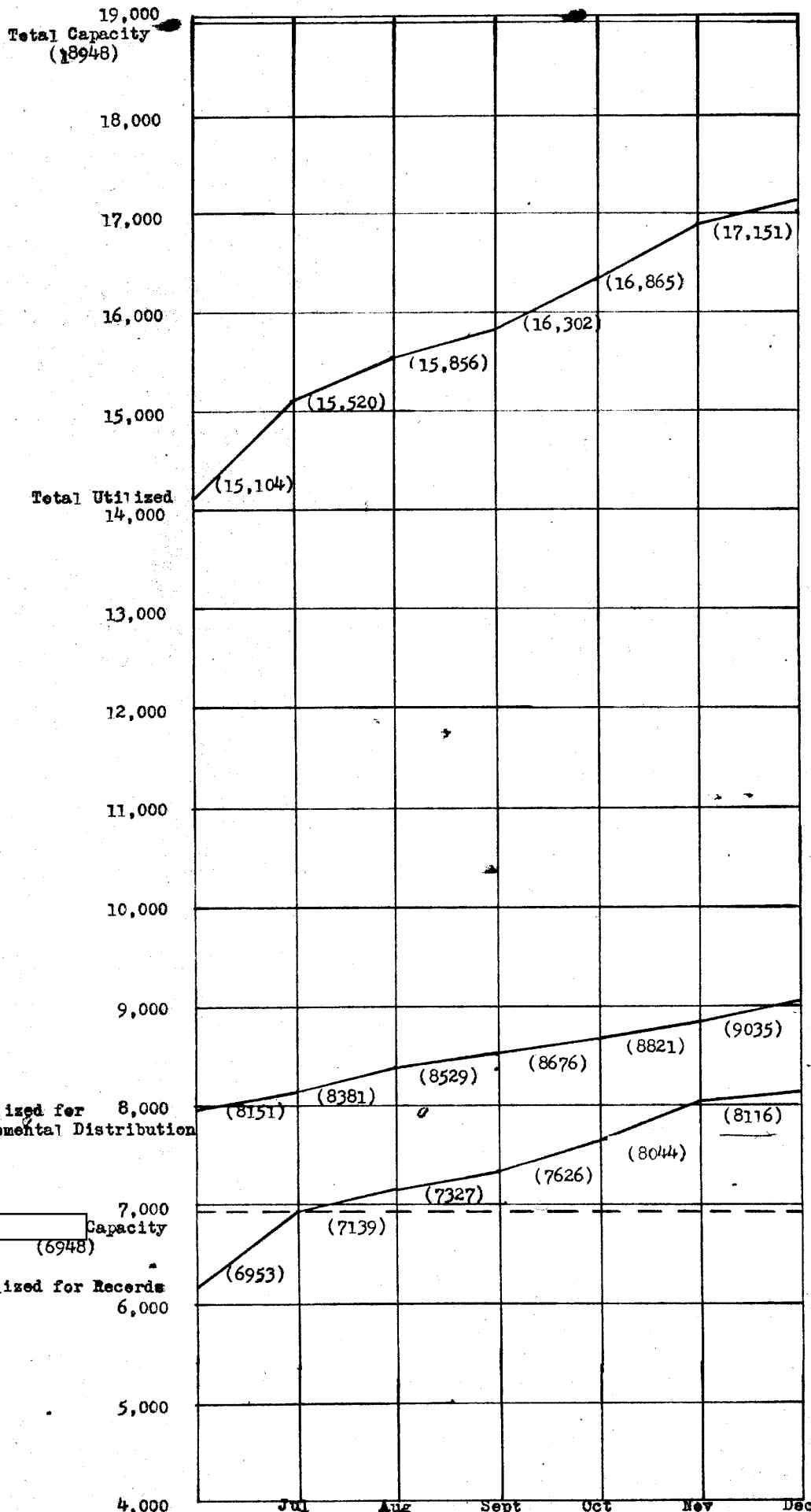
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ROSSIUM SHELVING SPACE UTILIZATION

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(In Cubic Feet)



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ROSSLYN SHELVING SPACE UTILIZATION

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(In Cubic Feet)

19,000  
Total Capacity  
(18948)

Total Utilized  
14,000

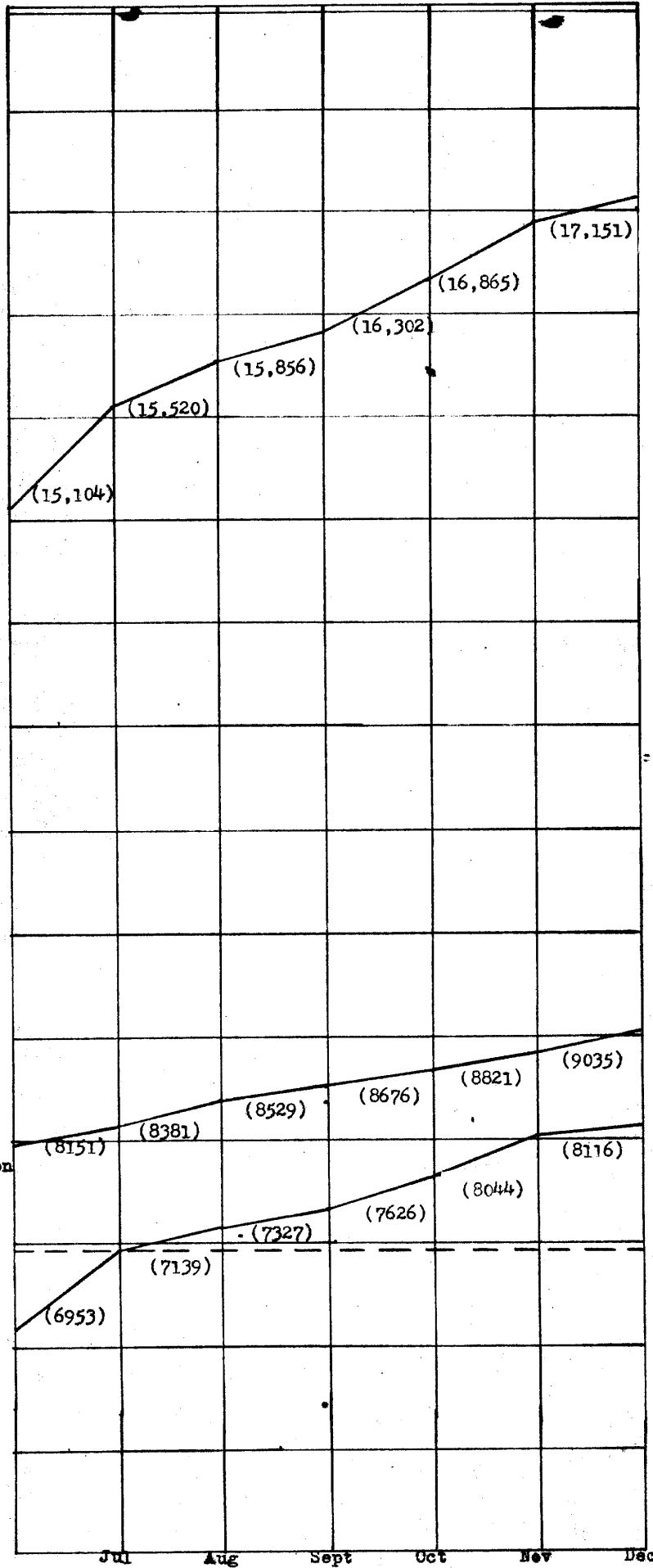
Utilized for 8,000  
Supplemental Distribution

25X1

7,000  
Capacity  
(6948)

Utilized for Records  
6,000

4,000



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